

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	1. Agency Position No. 13213
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				13. Competitive Level Code 11AD	14. Agency Use


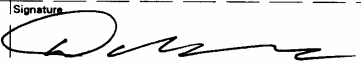
15. Classified/Graded	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Student Trainee (Life Cycle Project Director)	GS	00399	11		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (If different from official title) Department of the Army	17. Name of Employee (If vacant, specify)
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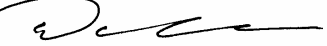
18. Department, Agency, or Establishment ASA (ALT)	c. Third Subdivision Field Operations and Support
a. First Subdivision PEO STRI	d. Fourth Subdivision
b. Second Subdivision PM Field OPS	e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor Russell A. McBride Deputy Program Manager, Field OPS	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) David W. Manning Program Manager, Field OPS
Signature 	Signature 
Date 10/20/04	Date 10/20/04

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action David W. Manning, PM, Field OPS	22. Position Classification Standards Used in Classifying/Grading Position Misc Admin & Program Series, GS-301, TS-34 Jan 79. Admin Analysis Grade Evaluation Guide, TS-98 Aug 90. Handbook of Occupational Groups & Families, Aug 2002, General Student Trainee Series, GS-0099 definition. Into to PCS, TS-107 Aug 91
Signature 	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Date 10/20/04	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
BUS: 7777
SCEP student trainee position
Position is at full performance level

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295 USAPPC V1.00

MAJOR DUTIES

1. As a graduate level Student Career Experience Program (SCEP) trainee, serves as a Life Cycle Project Director performing a variety of assignments of significant and increasing responsibility, involving different and unrelated situations, processes and methods, within the Life Cycle Project Director field. Works independently or as a team member performing assignments of complex difficulty and responsibility. Assists in project direction of life cycle management and procurement of new system/devices and modernization of fielded systems in support of the Division and designated Project Management Offices. Assists in development of the Acquisition Plan (s) and other required project documents for approval; writes assigned portions of the contract Statement of Work, establishes schedules, contract data requirements lists, etc. Supports the Life Cycle Project Director for system/components undergoing modifications, integration of new requirements, re-procurements, relocations, and secures support from sources within and outside PEO STRI to meet user/project requirements. 45%
2. Assists in the managing of funding and obligation plans within Life Cycle contract efforts ensuring that the contractor (especially on cost plus contracts) prudently manages funds. Notifies the Senior Life Cycle Lead Project Director of funding discrepancies in a timely manner. Assists the Senior Life Cycle Lead Project Director in planning, managing and budgeting for Systems Integration Tasks (hardware and software), Independent Verification and Validation (IV & V), Subject Matter Expert (SME's), Support Service Contractor efforts, Functional Configuration Audits (FCAs), and Physical Configuration Audits (PCAs). Assists in the project guidance, priorities and reviews documentation in support of the goals of PEO STRI to include user activities. 35%
3. Assists with preparation and presentation of formal and informal information and decision briefings to the Installation/Activity Commanders and others. Supports the coordination, staffing, and preparation of the execution staff summaries and letters for concurrence and/or acceptance. Supports PEO STRI interface to MACOMs, NGB, and Advanced War-fighting Experiments and DA level activities for future requirements. Assists with direct support and integration support through the Life Cycle Support (LCS) contractor. Maintains competency through continuing training courses in Federal procurement laws to include Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulations (DFAR), DOD Guidance, Navy Procurement Acquisition Regulations (NPARS), Mil-Standards (Mil-Std), Army Material Command Directives, Standard Operating Procedures (Sops), Base Orders and internal directive guidance. 20%

Performs other duties as assigned.

Factor 1 – Knowledge required by the Position – FL 1-7 – 1250 points

Basic knowledge of overall management principles and methodology as they relate to PEO STRI's mission to include working knowledge of project management, as relates to PEO STRI's organization, mission, objectives, and procedures; the relationship of management to other project areas such as acquisition, engineering, safety, quality, R7D, and sustainment.

Working/Rudimentary knowledge of the acquisition process as it relates to assigned projects to include knowledge of and demonstrated experience in the following areas necessary to execute an omnibus LCCS contract: Basis of Issue Plans (BOIP), Qualitative/Quantitative Personnel Requirements Inventory (QQPRI); TADSS Fielding Plans, Supportability Strategies; Publications; Provisioning; Support Equipment; Maintenance Planning; Software/Hardware Modifications and Development; Computer Resources Life Cycle Management Plan (CRLCMP); Test & Evaluation Management Plans (TEMP), System Engineering and Management Plans (SEMP), System MANPRINT Management Plan (SMMP), Supply Support, Logistics Support Analysis (LSA); Facilities Management; Manpower, Personnel, and Training; MANPRINT domains; Transportation; Material Handling; Configuration Management; Data Management; Human Factors Engineering; Production Technologies; and Planning, Programming and Budgeting Execution System (PPBES).

Basic knowledge of equipment maintenance to include fundamentals of design principles for hardware and software to manage the system changes.

Knowledge of Defense Contracting Audit Agency (DCAA) and Defense Finance and Accounting Service (DFAS) operations as it relates to financial management and control of a project.

Ability to analyze issues, processes, etc., in order to develop innovative approaches to the resolution of moderate complexity of sensitive problems as they relate to assigned projects. These problems may encompass very broad areas to include dispersed activities and conflicting authorities.

Ability to successfully assist in marketing improved Life Cycle concepts and techniques to all levels of command including higher headquarters.

Ability to meet and deal effectively with fellow employees, supervisors, managers and executives of the Federal sector and high level officials of educational, public and private industry sectors.

Factor 2 – Supervisory Controls – FL 2-4 – 450 Points

Supervisor provides administrative, project supervision of the position, and provides broad program objectives of the APM. Works within the policies and objectives of PEO STRI. Within a framework of priorities, funding and overall program objectives, the incumbent and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters for the approved project plan, the employee is independently responsible for planning and organizing the study, estimating costs, coordinating with appropriate personnel, and conducting all phases of the project. This frequently involves the definitive interpretation of regulations and study procedures, and the initial application of new strategies and methods. Incumbent is relied upon to possess and apply thorough knowledge of operational and technical principles. Incumbent is expected to utilize ingenuity, initiative, and resourcefulness in developing strategies and in

managing direction, integration, and control of all essential program elements consistent with the acquisition plan. The incumbent informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, recommendations, etc., are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended project objectives. Official whose programs and employees would be affected by implementation of the recommendations also review completed work critically outside the incumbent's immediate office.

Factor 3 – Guidelines – FL 3-3 – 275 Points

Guidelines include – Federal Acquisition Regulations, Defense Federal Acquisition Regulations, DoD Guidance, Navy Procurement Acquisition Regulations, Mil-Standards, Army Material Command Directives, Standard Operating Procedures, Base Orders and internal directive guidance and other similar criteria pertaining to life cycle acquisition and related specialties. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information.

Factor 4 – Complexity – FL 4-4 – 225 Points

Assignments involve assisting in the execution of all elements of life cycle support for development programs and fielded systems. Assists in the integration of new and omnibus LIFE CYCLE support operations based upon consolidation and competition and the procurement process. Provides Life Cycle support for Foreign Military Sales (FMS) and Non-Standard Training Device requirements, if assigned. Required to help plan/direct and execute acquisition strategies. Strategies must effectively integrate and coordinate the organization's need for procurement, maintenance, and movement of equipment, supplies, and personnel essential to the success of the overall mission. Changes in mission priorities, multi-year funding, and Army's vision, goals, and long term plans, require the ability to visualize results of new or revised methods, procedures or organizational structures, and other related LIFE CYCLE processes. Incumbent is expected to use good judgment to assist in resolution of substantive problems.

Factor 5 – Scope and Effect – FL 5-4 – 225 Points

This position assists a Life Cycle Project Director in providing project direction, management, implementation and Integrated Logistics Support (ILS) to the Senior Project Director and Division Chief. The purpose of the work is to collaborate with the Program/Project Directors and other organization officials to develop, implement, and monitor Life Cycle requirements for assigned projects and identify the specific requirements for funding, manpower, material facilities, and processes needed to fulfill mission goals. The work has a direct impact on worldwide availability of training devices, simulators and simulations to meet training requirements of the U.S. Army.

Factor 6 – Personal Contacts &
Factor 7 – Purpose of Contacts FL 3-c – 180 Points

Must maintain excellent working relationships with all personnel within the assigned Division. Contact are with military/civilian organization co-workers, project directors, managers and support personnel involved in the program/project. Representative contacts, with the assistance of the assigned Senior Life Cycle Project Director, many include MACOM staffs, Installation Commanders, Program/Project Managers, directors of major program components, and contractor representatives.

Represents the activity's Life Cycle Support function at meetings and conferences; provides Life Cycle project information to Army and civilian managers, presents status reports and projections, provides data to other planning and program/project personnel, analyzes effectiveness of the contractor's efforts and resolves differences between Life Cycle contract provisions and the contractor's product or service; and advises on such matters as financial and manpower resources as they relate to assigned project via their assigned project director. Incumbent establishes cooperative relationships, presents controversial and critical observations to include recommendations, defends or justifies recommended program decisions and convinces other to accept proposals with which they may disagree.

Factor 8 – Physical Demands – FL 8-2 – 20 Points

Requires a combination of sedentary work and work at the device sites requiring a variety of physical activities to include long periods of standing and climbing aboard equipment to observe and study operations at device sites.

Factor 9 – Work Environment – FL 9-2 – 20 Points

Work is performed both in an office and field setting. Moderate to extensive travel to attend meetings at contractor sites or field activities is required. Work at field activities may require working without modern conveniences, e.g., lighting air-conditioning and plumbing under a variety of environmental conditions from desert heat to below freezing temperatures. Protective clothing and gear and observance of safety precautions are required.